



**ORGANIZATION:** Child Care Aware of Washington, Tacoma Washington

**POSITION:** Program Manager – Professional Development

**DESCRIPTION:**

Child Care Aware of Washington is our state’s most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that enhance statewide child care quality and consistency. We deliver services through a statewide network of locally based partners. We strategically customize our services, collect and analyze performance data, inform and guide public policy, and provide unique leadership to support Washington’s child care system.

CCA of WA is seeking a passionate, experienced professional to join our program team. The Program Manager – Professional Development is responsible for the development, implementation and ongoing support of statewide training and job embedded professional development (PD) services delivered to early learning professionals and providers across the state. This position also is responsible for building the capacity of the relationship-based professional development (RBPD) workforce in acquiring and maintaining the skills, they need to deliver high quality, culturally competent, responsive services to a diverse early learning field.

**KEY RESPONSIBILITIES:**

1. Assess, develop and implement professional development opportunities for Child Care Aware regional field staff, including orientation of new regional staff, periodic skill building trainings, and ongoing communities of practice.
2. Work with CCA of WA regional Professional Development Coordinators to research and develop statewide training resources for use by regional trainers working with a culturally and linguistically diverse array of child care providers.
3. Provide knowledge, support and technical assistance to regional staff to ensure effective implementation of the Early Achievers required trainings in the Level 2 Professional Development Series.
4. Work with regional Child Care Aware of WA agencies and professional development coordinator to ensure that there is effective local oversight of training services, including individual staff supervisory support, regional reflective practice and ongoing quality assurance monitoring.
5. Engage with regional staff to identify emerging themes as related to relationship-based professional development practices, challenges and other professional development needs.



6. Work in partnership with other CCA of WA staff and regional representatives to ensure seamless and complementary alignment across all service areas including training, rating readiness, coaching and other professional development services.
7. In partnership with system stakeholders and regional partners, develop and maintain a high quality menu of training services and coaching supports delivered statewide with regional variances, as necessary, to address the needs of staff and providers.
8. Partner with Washington State Department of Children, Youth and Families (DCYF) professional development and University of Washington (UW) staff to ensure that there are high quality, compatible and complimentary trainings and technical assistance for professional development and training statewide.
9. Facilitate regular meetings with the CCA of WA regional PDC's to analyze and develop professional development opportunities for a diverse range of stakeholders.
10. Represent CCA of WA in meetings nationally, statewide and in local communities as assigned.
11. Present to external stakeholders on program initiatives and deliverables as requested.
12. Maintain a knowledge base of innovative best practices and related research that may inform training and professional development implementation.
13. Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks.
14. Prepare and summarize data and reports as requested.

#### **SKILLS & COMPETENCIES REQUIRED:**

- Ability to travel statewide up to 20% of work time to engage on-site with regional agencies
- Excellent internal and external customer service skills
- Ability to achieve 90% or higher in reliability on all Environmental Rating Scales certifications
- Ability to develop innovative approaches to solutions
- Effectively bridge policy and practice
- Ability to synthesize and prioritize multiple perspectives
- Ability to build collaborative relationships leading to program outcomes
- Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks
- Ability or aptitude to employ technology in engaging field staff
- Ability to articulate CCA of WA's strategic vision
- Experience working effectively with diverse populations
- Ability to manage change in a dynamic environment
- Research and report writing skills



## QUALIFICATIONS:

- Bilingual Spanish preferred.
- Bachelor's Degree in Early Childhood Education, Education, Human Services, Social Services or related field required. If Bachelor's Degree is in unrelated field, please supplement resume with list of Early Childhood Education or related coursework taken. Master's degree preferred.
- Sound knowledge and ability to employ adult learning principles.
- Demonstrated experience developing and implementing professional development strategies for a culturally, linguistically, and/or geographically diverse array of customers.
- Strong content knowledge regarding Early Achievers (or other QRIS) program elements including: Early Achievers Quality Standards, Environment Rating Scales, Classroom Assessment Scoring System, Child Assessment and Early Learning curricula.
- Experience with outcomes-based direct services, performance management and data-informed decisions.
- Strong proficiency with MS Office Suite including PowerPoint, Word, and Excel. Experience with online meeting platforms including GoToWebinar and Zoom.

**SALARY RANGE: \$59,000 – \$65,000**

## HOW TO APPLY:

Send resume, cover letter and a sample of your best work (PDF or online portfolios recommended) to Alan Strand Director of Finance & Accountability at [Careers@wa.childcareaware.org](mailto:Careers@wa.childcareaware.org)

For more information check our website at <http://wa.childcareaware.org/about-us/Employment/employment-opportunities>